MINUTES OF THE
COUNCIL ON TECHNOLOGY SERVICES MEETING
Tuesday, March 23, 2000

Council Attendees:

Secretary Upson, Tom Bradshaw, Cheryl Clark, Ray Davis, Jan Fatouros, Chip German, Linda Harber, Patti Higgins, Pat Jackson, Bill Landsidle, Ken Mittendorff, Ed Morris, Lan Neugent, Mike OâNeil, Jerry Pacyna, Rick Parks, Jim Peters, Naseem Reza, Keith Segerson, Jerry Simonoff, Mike Thomas, Paul Timmreck.

Mike Thomas called the meeting of the COTS to order at 9:15 a.m.

Linda Harber, chairman of the IT Classification and Compensation Workgroup distributed a handout entitled "Information Technology Staff Shortage Beyond the Year 2000." The Workgroup is exploring what will occur in the recruitment and retention of IT workers beyond 2000. This white paper explains the job market will continue to be grim with the need for 1.3M new positions in addition to those needed in replacement positions or to handle enhancements and continuations in the information technology field. The recruitment and retention strategies developed for the Commonwealth are important now and into 2000. The second handout is a framework for low-cost strategies to speed the recruitment process without great expense. This information will be on the COTS and DPT web pages.

As a follow-up, Ms. Harber advised that DPT will move forward on four proposals from the workgroup. First, to eliminate secretarial approval to recruit and second, to develop alternative compensation tools for IT. Details will be finalized within the next month. A revised IT classification plan will be proposed as well as a pilot alternative to use VCUÍs pilot for agencies that can do that without additional money. The workgroup is also developing budget language for the 2000-02 budget to include funds in support of these changes.

Tom Bradshaw reported on behalf of Pete Kolakowski for the Seat Management workgroup. The group believes a procurement change is needed to allow for a more flexible seat management process. The workgroup is exploring the possibility of allowing state employees and students to purchase off of a seat management arrangement for personal use. VDOT will be evaluating whether to continue in the current pilot underway in the agency.

Ken Mittendorff reported on the State and Local Application and Network Integration workgroup. The groupÍs focus is on single pipeline and application sharing. The localities would like to have input when the state develops new applications that affect them. It would be advantageous for localities to have a

project list of applications being worked on and the persons involved. It would prevent localities from having to fund all research individually. Localities are considering offering services to smaller locales that are unable to fund some application development.

Rick Parks reported the Gainsharing workgroup proposes the establishment of a web site to share information among state agencies, higher education and local governments.

Keith Segerson distributed a basic description of the partnership web site that will include announcements, meeting schedules, vendor presentations and events. Persons subscribing to the site will search by activities and projects under predetermined categories. The group is also exploring some type of archival potential. The site will be similar to a members only discussion group to share information on opportunities, partnerships and vendors.

Mike Thomas suggested there are a number of things that can be consolidated under one web site and would like to see as much information as possible stored in one location for easy access. He recommended several agencies offering expertise instead of the burden placed on one agency or person.

Ray Davis, chair of the Data Security workgroup, said they are working to ensure there are proper mechanisms in place for security of the stateÍs data and web sites.

Secretary Upson stressed the importance of data security and its relevance to the Governor as he is chairing the National Advisory Commission on Electronic Commerce. He wants to see Virginia lead the way in addressing data security in the Commonwealth.

Ed Morris suggested COTS explore or address issues concerning the stateÍs participation in a pilot multi-jurisdictional criminal justice information sharing system. He believes it would be of interest to the security/privacy workgroup and would benefit the pilot to have COTSÍ involvement.

Mike Thomas commented on new DMV procedures that insurance companies are using called "tokens" which allows secure data access. COTS should establish guidelines for security to ensure data is protected and to provide instruction to state agencies in dealing with privacy issues. This will protect data integrity and instill public confidence.

Secretary Upson suggested that COTS address security issues at an upcoming meeting or host a security symposium and invite state agencies to participate.

Jerry Simonoff explained the Organizational Workgroup is dealing with organizational issues as well as enterprise architecture. It appears that enterprise architecture should drive the organization concept. Dan Ziomek, a CIM staff member, presented strategies dealing with critical IT organizational issues the Commonwealth is currently facing. The workgroup has developed a proposed Commonwealth enterprise architecture framework. Dan distributed a handout and gave a brief overview of the model the workgroup developed.

Jerry asked the Council for its approval to continue to pursue and develop a framework that can be adopted as a best practice for the Commonwealth.

Secretary Upson approved continuing the process and eventually would like to submit the model to the Legislature and the Governor.

Jan Fatouros is chair of the Procurement Workgroup and presented two recommendations to the Council. One is working with the Division of Purchases and Supply to create an IT advisory committee that wold focus on current issues and problems, especially in the creation of state contracts that would be open to all public bodies in the Commonwealth. The other recommendation is to bring state procurement professionals and IT professionals together to work collaboratively on the generation of contracts. The workgroup, working with the Division of Purchases and Supply, wants to bring in other purchasing organizations in order to have appropriate representation of all aspects or stakeholders in state government. The workgroup would like representatives from all executive, legislative, judicial, higher and secondary education agencies as well as folks from DIT and CIM to be actively involved. Jan suggested the workgroup develop a survey to determine immediate needs and identify technology volunteers.

Secretary Upson was pleased with the progress made and wants the Procurement Workgroup to continue focusing on and refining these issues.

Mike Thomas suggested the workgroup also explore services Ü not simply product or product areas.

Jerry Simonoff recommended the workgroup talk with the Division of Purchasing and Supplies and review insights they have learned in the contract process in order to pursue enterprising concepts for future contracts.

Jan Fatouros asked that the Council concur that the Procurement Workgroup act upon these recommendations and appoint individuals to support the IT advisory group as well as the other parts of the recommendation. Feedback from the advisory group meetings will be shared with the Council.

Mike Thomas suggested there be a COTS advisory group to work with DPS on this issue to provide more efficient integration of the information. COTS members would then be part of the process and have ownership in every part of the process that will make it more successful. He wants to see folks get involved and start addressing procurement issues as they surface. That way, the Workgroup and the entire Council will address ways to better facilitate the contracting process.

Pat Jackson said Tech supports the issue of COTS having an advisory group. Virginia Tech has the problem that once a contract is approved for the university, the contract cannot be expanded for other agencies or institutions. Hopefully the advisory group can offer a group consensus to move this process forward.

Secretary Upson wants COTS to be a mainline wherever the procurement authority is established. He asked how folks can communicate their ideas or suggestions to the group in the next couple of weeks?

Secretary Upson would like to discuss the recommendations of the IT Compensation and Classification workgroup in order to understand exactly how they would work. Then it could be discussed with Secretary Slater and then the Chief of Staff and Governor in order to get it into the budget process. The process may require an Executive Order or some type of executive communication from the Governor.

Secretary Upson adjourned the meeting at 10:55 a.m.